



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR LEGAL TYPIST
\$2589 - \$3516
ENFORCEMENT BUREAU(S)
Location in
SACRAMENTO and LOS ANGELES

RESPONSIBILITIES:

Under the direct supervision of the Assistant Chief Counsel, the incumbent will perform a variety of legal secretarial and administrative duties necessary to maintain the support function of the Bureau. The incumbent will assist Legal staff on various tasks; opening public files and maintaining dockets throughout the life of the case, process orders by preparing certified mailings and declarations of service, transcribing from rough draft correspondence, independently prepare response letters, prepare statistical reports, analyze incoming mail, summarize reports and correspondence for attorneys, schedule meetings and meeting sites.

DESIRABLE QUALIFICATIONS:

- Outstanding word processing skills; proficiency with MS Word, MS Outlook and Excel for Windows
- Good public contact and communication skills
- Demonstrated ability to use good judgment at all times and to exercise a high degree of initiative
- Experience in assisting attorneys with urgent, time-critical tasks, e.g. word processing or preparation and service of urgent documents to other parties and, as necessary, the judge or hearing officer in a matter

WHO MAY APPLY:

Applications will be accepted from current State employees at the Senior Legal Typist level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

Send a completed standard State of California application to Maria Scriven, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Please indicate either “Senior Legal Typist #413-132-3224-002” for the Sacramento location or “Senior Legal Typist #413-338-3224-001” for the Los Angeles location on the State application.** For additional information, please contact (916) 492-3309 or maria.scriven@insurance.ca.gov.

FINAL FILING DATE: Immediately - 10 days

NOTE:

Interested individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

10/17/12MS

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
